

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have greatly valued my time at the company and the opportunities I've had to grow professionally. However, I have decided to pursue further education to advance my career and develop my skills in [specific field or area].

I am committed to ensuring a smooth transition and will do my best to wrap up my current projects and train my replacement if needed.

Thank you for the support and guidance you have provided during my tenure. I hope to stay in touch and look forward to crossing paths in the future.

Sincerely,

[Your Name]